



National Finance Center Customer Notification

Date of Notification: January 8, 2010

**Subject: NFC's Holiday Schedule for January 18, 2010, the
Birthday of Martin Luther King, Jr.**

Database/Customer(s) Affected: All

Dear Customer:

In observance of the Birthday of Martin Luther King, Jr., the National Finance Center's (NFC) offices will be closed Monday, January 18, 2010, including the following help desks and inquiry lines: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, (3) NFC's webTA Help Desk servicing designated USDA and HUD customers, and (4) NFC's Administrative Billings and Collections Office (ABCO) and the Claims Inquiry lines.

All NFC applications will remain available during the holiday and payroll/personnel processing will continue on the normal schedule. Pay Period 01 T&A's may be transmitted as early as Friday, January 15, 2010, but should be submitted no later than COB Tuesday, January 19, 2010.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to OSC.ETIX@usda.gov.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov.

KJS/M2-10-005/005

Tip of the Week

Before an Annual Leave Lump Sum Payment can be disbursed, the separation T&A must be coded final and the appropriate personnel action processed. Should you have questions, please contact the Payroll/Personnel Help Desk at 504-255-4630 (Option 2).